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b. Commendation

Bill Nelson, Deputy Director for Operations, recently originated a commendation for Mr. [REDACTED] for 25X1A his outstanding service in connection with the Agency's Prisoner of War Committee. Thankfully, all Agency prisoners have now been returned to the United States.

c. Agency Incentive Awards

The Office of Communications leads the Agency in receiving total Incentive Awards in the amount of \$11,000. The Office of Security ranks third in this regard, its personnel being the recipient of approximately \$4,000 in these awards.

d. Energy Crisis

GSA hopes to achieve a 7% reduction in energy output in Government buildings by such measures as reducing unnecessary light illumination and elevator service.

e. Technical Division Activity

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Currently, there are three two-man teams from the Technical Division on temporary duty status overseas. Two teams are conducting [REDACTED] inspections 25X1A in the Africa and Near East Division areas, and the third team is installing [REDACTED] in Africa Division locations.

f. Recognition

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[REDACTED] former Director of the Office of Communications who recently retired, was awarded the CIA Distinguished Intelligence Medal on 25 July by Mr.

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Colby for Mr. [REDACTED] outstanding service to the Agency during his career.

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g. Air America

The Deputy Director of Security is currently on two weeks' TDY travel to the Far East in connection with winding down his activities with Air America and also in reviewing current Air America overseas assets.

h. Executive Secretariat

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Mr. [REDACTED] provided the Staff with a brief summary of Agency Notice [REDACTED]

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[REDACTED] The impact of his remarks focused on the seriousness with which the DCI looks upon meeting deadlines and also in reviewing correspondence addressed to other Government agencies over his signature. The DCI is also placing emphasis upon keeping the DDCI and the Deputy Directors advised of significant correspondence by means of periodic reading files, furnishing information copies, or oral briefings on particularly sensitive topics.

i. Statistics

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Mr. [REDACTED] advised that Investigations and Operational Support statistics for the Fiscal Years 1973 and 1972 showed a somewhat overall downward trend, but also an increasing expertise in forecasting accurate projections which is extremely important for meaningful planning purposes and budgetary allocations. Some of the more significant comparisons were:

- (1) Total receipts up 21,863 to 22,369
- Total applicants down 5,166 to 4,900
- Total completions up 21,456 to 23,146
- Total pending down 3,878 to 3,101
- Total cases assigned to field up 506 over FY 1972

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- (2) Operational Support hours declined to 94,359 from 118,080 in FY 1972. In this regard, the Office had projected 93,514 Agent support man-hours for 1973. This projection was based on the first 7 months of operations, a yardstick which has proven valid as an experience factor in projecting fiscal year activity.

j. Turkey Run Farm

Last week, several hundred persons visited the Turkey Run Farm which is adjacent to the Agency's property. The Farm is open Wednesday through Sunday each week and is expected to draw a substantial number of visitors as news media publicity increases.

k. Space Allocation

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Mr. [REDACTED] reported that no date has yet been set by Logistics for the various Office moves, but he is hopeful that such activity will begin by the second week in August. He indicated that where instant moves can be effected with minimum logistical support, OS supervisors should make sure [REDACTED] is notified in order to keep locator data current.

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l. Insurance

Beginning with the 5 August pay period, UBLIC and WAEPA will deduct premiums from each policy holder's payroll. Deducted pay should go in effect around 1 September.

m. Badges

A recent badge check resulted in 450 employees receiving new badges. Of this number, 90% were changed because of currently unauthorized badge indicators.

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n. Mobile Shelving

Installation of mobile shelving for the Security Records Division will be completed by 14 August. As a result of the reorganization, PSD and ID files will be incorporated in one security jacket. No significant problems are anticipated.

o. Clearance Division

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Mr. [REDACTED] informed that the new Clearance Division will function under the reorganization plan beginning on 30 July. Currently, there are approximately 3,000 pending cases which will be handled under a separate control system to expedite their completion in order to avoid any delays because of misrouting. One activity being handled on a priority basis is the cross training of personnel in the setting out of Letters of Assignment. Room locations and telephone numbers for the Clearance Division components are as follows:

Staff Evaluation Section	3E-44	x5620	x9391
Support Evaluation Section	3E-36	x6639	x1341
Operational Evaluation Section	4E-27	x6481	x9039
Industrial and Certification Br.	3E-29	x5170	x1459
Industrial Approval Section	4E-25	x6263	x1194
Services Section	3E-29	x5159	x1265
Certification Section	3E-29	x7642	x1091
Research Branch	4E-13	x6560	x1893
Reinvestigation Section	3E-29	x5540	x1360
Counterintelligence Section	4E-13	x7683	x1468
Staff and Ops Branch	3E-44	x7981	x9391

p. USIB Security Committee

The Director of Security commended Mr. [REDACTED] for his work on behalf of the Chairman during the Executive Secretary's tenure on the Committee.

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q. Thursday Staff Meetings

Mr. Osborn said that in the near future he wanted the Branch Chiefs of the Office to attend the Thursday Staff Meetings mainly for informational purposes, although significant input would also be welcomed.

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UNCLASSIFIED	CONFIDENTIAL	SECRET
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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	AC/PPB	7/20	[Signature]
2	C/P&M	31 JUL 1973	[Signature]
3	D/Security	31 JUL 1973	[Redacted]
4			
5			25X1A
6	Mr. [Redacted]	25X1A	

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

**Remarks:**

Forwarded for your review and  
approval prior to dissemination.

*OK as amended*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Mr. [Redacted] 25X1A	7/30/73